

Online Application Guide

Please read this before going to the online application site.

Our online process will create a portfolio for your application at <https://mt.slideroom.com> which requires:

- ✓ A PC or Mac. (Please note that Firefox is not fully compatible with the online application site.)
- ✓ Access to high speed internet. Unfortunately, dial-up connections will not work well with this system. A list of sites offering public access to computers with high-speed internet service and free Wi-Fi access in your part of the state can be downloaded at <http://www.art.mt.gov/artists/PublicInternet.xls>
- ✓ Adobe Flash Player Version 10

FREE Resources

- Free email accounts are available from <http://mail.google.com>; <http://www.mail.com> or <http://mail.yahoo.com>
- To download Adobe Flash Player, go to <http://www.adobe.com/products/flashplayer/>

Registration

You do not need separate registrations at SlideRoom to apply to different Montana Arts Council projects or programs. If you do not already have an account at SlideRoom, you must register before you can create and submit an application for the Natural Resources Building project on the UM-Montana Tech campus in Butte.

To do this, go to the Percent for Art program page at http://www.art.mt.gov/artists/artists_percent.asp and click on the application link at the bottom of the page to reach <https://mt.slideroom.com>.

Follow the on-screen registration instructions to receive an email containing an account activation link. If you do not see this email, check your spam filter. If you encounter problems, submit a request for help to support@slideroom.com.

Assistance

When you are logged-in to your account, the Help Desk can be consulted at any step of the application by clicking on "Help" at the upper right of the screen. It contains extensive reference topics, technical advice and a search function. Email support can also be requested from there.

The Help Desk can also be reached by going directly to <http://slideroom.zendesk.com> without logging-in. It details the technical information you will need for preparing items for submission. Technical specifications are also displayed automatically inside the application site when you reach the upload step of the process.

On-screen instructions are available at each step as you create your application.

The Application Site

We strongly recommend that you follow the "Watch a Video Tutorial" link for an overview of the process at <https://mt.slideroom.com>. The application site was redesigned recently so it is advisable to watch the tutorial even if you have used SlideRoom before.

Log-in and explore the site before beginning your application. Review the information in the Help Desk. Start early and allow plenty of time to experiment, get used to how the application process is organized and discover all the resources available to assist you in building the best application. We suggest that you bookmark the website for convenience.

It is recommended that you save your progress periodically while entering and/or uploading. (The site also has an automatic "save" feature that runs in the background to protect your work.) You can go back as often as you like to edit and upload until you click on the "Confirm Payment" button in Step 4 (Complete Submission.)

The application site will show a countdown clock near the deadline to help you measure your progress.

Creating your Application

- **Step 1** is a form where you answer questions about yourself and your artwork. Your responses to the narrative questions given in the Application Guidelines (available for print and download from http://www.art.mt.gov/artists/artists_percent.asp) may be typed directly or cut/copied and pasted from another document into the fields provided.
- **Step 2** is where you will insert your bio/resumé/curriculum vitae and your cover letter into the boxes provided. These can be typed directly or cut/copied and pasted from another document.
- **Step 3** is where you add media by uploading images or video clips from where they are stored on your hard drive or memory device. A sidebar guides you through choosing, uploading and labeling the media. Instructions for how to group the uploads can be reached by clicking on the green word "SHOW" next to "Step 3 instructions". Refer to the Application Guidelines document for proposal artwork requirements.
- **Step 4** will review your application to ensure all requirements have been met. You can go back to make and save any adjustments or additions necessary. You will then be asked to enter credit/debit card information for payment.
- After payment is confirmed, the online site will acknowledge the successful submission of your application. You will not receive an additional confirmation from Montana Arts Council.

Upload Information

Specifications for the uploads are as follows:

- ❖ Images in jpg, gif or png format must be no larger than 5 MB each
- ❖ Videos in flv, wmv or mov format must be no larger than 60 MB each

When adding titles and descriptions for each media upload, note that the description field is **not optional** as shown on the screen. This is where all applicants **must** enter the following information for each proposal image:

- Availability of artwork
- If the sample is a detail view of a larger work, a single sentence description of where it fits within the work

It is advisable to test and review any video uploads to ensure that they open/play successfully. Do this by clicking on the item and then on "view." The site will tell you if there is a problem and what to do about it.

Uploaded items can be reordered in the thumbnail view by clicking on an item and dragging it to a new position in the portfolio. When you have finished uploading, ensure that the **first items** showing are your resumé images and your proposal images are grouped according to availability.

Any Questions?

For technical assistance with the online process, send an email to support@slideroom.com.

For questions that are not technology-related, contact Kim Baraby Hurtle at khurtle@mt.gov or (406) 444-6639.